

## MINUTES

### **BOARD OF TRUSTEES FEATHER RIVER COMMUNITY COLLEGE DISTRICT**

#### **4. Call to Order:**

President Sheehan called the Regular Meeting of the Feather River Community College District Board of Trustees to order at 3:00 p.m. on Thursday, March 15, 2018, at Feather River College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California.

*Trustees present:* Sheehan, Elliott, McNett, Meyers, Ware

*Trustees absent:* Student Trustee Holm

#### **5. Closed Session Announcement:**

President Sheehan announced that the Board of Trustees had met in Closed Session and that no action had been taken.

#### **6. Agenda:**

The Regular and Consent Agendas for the March 15, 2018, meeting at Feather River College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California, were approved as presented, (Ware/McNett/Sheehan/Elliott/Meyers Aye) (None Opposed) (Holm Absent).

#### **7. Minutes:**

The minutes from the Regular Meeting held on Thursday, February 15, 2018, at Feather River College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California, were approved as presented, (Elliott/Meyers/Sheehan/McNett/Ware Aye) (None Opposed) (Holm Absent).

#### **8. Items from the Public:**

None

#### **9. CONSENT AGENDA**

##### **\* A. Motion Items**

Prior to the approval of the Consent Agenda, President Sheehan requested that the word, "Interdepartmental" be removed from Consent Agenda Item #9A8 cover sheet wording. He explained that Feather River College is a separate entity from Plumas County Behavioral Health. There being no objection or further discussion, 1) Ratification of Personnel Requisitions, 2) Ratifications of Personnel Actions, 3) Payroll and Commercial Warrants, 4) Budget Transfers, 5) Budget Augmentations /Reductions 6) Approval of Grant Agreement #C8962318 in the amount of \$24,660.00 between State of California Natural Resources Agency, Department of Parks and Recreation, Division of Boating and Waterways (Grantor) and Feather River College (Grantee) to promote boating safety by offering on-the-water training to many, diverse, and/or underserved members of the general public in order to enhance boaters' knowledge of boating laws, practical handling of vessels on the water, weather, and water

conditions, rules of the road, equipment requirements and environmental stewardship, 7) Approval of Allocation agreement for Strong Workforce Program North Far North Regional Consortium in the amount of \$180,518 between Butte Glenn Community College District (DISTRICT) and Feather River Community College District (Consortium Member) for Consortium Member to perform work set forth in Exhibit A, Statement of Work, effective July 1, 2017, through December 31, 2019. This proposal is a continuation of work begun in round 1 funding to improve and enhance agriculture instruction in North and Far North Regions. This project would provide new, innovative and practical learning opportunities for agriculture, water and environmental technologies, and 8) Approval of Memorandum of Understanding (MOU) between Plumas County Department of Behavioral Health (PCBH) and Feather River College (FRC) for PCBH to provide space in Chester, Greenville, and Portola Wellness Centers for FRC to hold various instructional activities. There is no compensation by either party for use of space and services provided at the Wellness Center Offices by FRC staff under this agreement effective January 1, 2018. MOU is renewable annually without further action, were approved as amended, (McNett/Meyers /Sheehan/Elliott/Ware Aye) (None Opposed) (Holm Absent)

## **10. REGULAR AGENDA**

### **\*A. Motion Items**

- 1) Kevin Trutna requested Approval of Curriculum Actions. There being no objection or further discussion, the request for Approval of Curriculum Actions, was approved as presented, (Meyers/Elliott/Sheehan/McNett /Ware Aye) (None Opposed) (Holm Absent).
- 2) Kevin Trutna requested Approval of Recommendation to Grant Tenure to Rafael Lopez de San Ramon Blanco effective July 1, 2018. He explained that Professor Blanco has fulfilled all of the tenure requirements and it is the recommendation of the Tenure Review Committee and the Dean of Instruction/CIO that he be granted tenure. Trustee Meyers requested comments from Michael Bagley, Academic Senate President, and Dr. Bagley responded that Professor Blanco is an outstanding instructor and he thanked the Board of Trustees for considering the recommendation. There being no objection, the request for Approval of Recommendation to Grant Tenure to Rafael Lopez de San Ramon Blanco effective July 1, 2018, was approved as presented, (McNett/Ware/Sheehan/Elliott/Meyers Aye) (None Opposed) (Holm Absent).
- 3) Kevin Trutna requested Approval of Employment Contracts for Feather River College Administrators. David Burris, Director of Human Resources/EEO, explained that the cover sheet contained the names, titles steps, and contract dates for educational administrators. Trustee Elliott asked about compensation schedules, and Dr. Trutna responded that will be done after the budget is set and that current pay schedules would remain in effect if there are no changes. There being no objection or further discussion, the request for Approval of Employment Contracts for Feather River College Administrators, was approved as presented, (Meyers/Elliott

/Sheehan/McNett/Ware Aye) (None Opposed) (Holm Aye). After the vote, Trustee Elliott noted that he felt some hesitation on the item, because he feels like he's approving a contract without knowing the terms, and Dr. Trutna assured him that the salary schedules would remain in line with what was approved in July 2017.

- 4) Kevin Trutna requested Approval of Employment Contracts for Feather River College Academic Employees for the 2018-2019 Academic Year. He explained that the cover sheet information contains all of the faculty who are on one year contracts. Dr. Trutna also explained that the salary schedules for faculty were also set in July 2017, and if there were any adjustments because of Cost of Living Adjustment (COLA) or because of the contract, those adjustments will be brought back to the Board of Trustees once the budget is set. There being no objection or further discussion, the request for Approval of Employment Contracts for Feather River College Academic Employees for the 2018-2019 Academic Year was approved as presented, (Elliott/McNett/Sheehan/Meyers/Ware Aye) (None Opposed) (Holm Absent).
- 5) Kevin Trutna requested Approval of Fall 2019/Spring 2020 Academic Calendar. There being no objection or further discussion, the request for Approval of the Fall 2019/Spring 2020 Academic Calendar was approved as presented, (McNett/Meyers/Sheehan/Elliott/Ware Aye) (None Opposed) (Holm Absent).

**\* B. Roll Call Items**

None

**C. Special Items/Reports**

- 1) Jim Scoubes, Chief Financial Officer, presented the District's Monthly Financial Status Report as of February 28, 2018. He reviewed the Unrestricted General Fund Summary stating that expenditures for the period total \$9,655,702 or 59% percent of approved budget, compared to the prior year of \$9,876,959, or 60% of approved budget. Trustee McNett requested that Mr. Scoubes keep the Board of Trustees apprised monthly on the status of the new funding formula discussions that he's hearing about. Dr. Trutna discussed what he knew about the first version of the formula, and the errors that it contained like out-of-state student transfers and their employment not being included. He also stated that each school represented at a recent meeting, had their own issues with the formula. Dr. Trutna also discussed what he understood from the last version of the formula, adding that there's the possibility of a one to two year phase in of the formula. Trustee Elliott commented that the Beginning Fund Balance (BFB) decreased by approximately \$200,000 or 29%, and he asked if this was because of the land purchase. Mr. Scoubes responded that it is because of the land purchase when you are comparing it to the prior year. He reminded Trustees that this is funding that is not physically taken out of an account so it can be spent, it's savings of \$1,625,713 that is being used

for the current year to balance the budget, which he does each year. Trustee Meyers stated that if the District stays on budget, it will use approximately \$1,625,713 of BFB, and Mr. Scoubes stated that it could, but in his 13 years it never has used the entire amount. There was lengthy discussion regarding projected revenues and expenditures, and Trustee Meyers indicated that deficit spending appears to be continuing, and it's a pattern he doesn't approve of, because it means the District is spending more than it's bringing in.

- 2) Kevin Trutna provided opening remarks on the Risk Management Plan (RMP) for the Equine Studies Program. He explained that the Board of Trustees had previously heard from Merle Trueblood, Director of Athletic Operations and Events, on the RMP for the Athletic Program, and from Rick Stock, Outdoor Recreation Leadership (ORL) Professor regarding its RMP. He explained that he felt it would be both beneficial and informative to learn about the Plan for the Agriculture Department. Russell Reid, Agriculture Chair and Equine Studies Professor, as well Bachelor's Degree Program Professor, provided information and a PowerPoint presentation regarding the RMP for the Agriculture Department that included a list of agriculture faculty and staff, the average headcount in the programs from 2009 to 2018, which was stated to be approximately 29% when based on 700 on campus FRC students. Professor Reid stated that safety is integrated into everything that takes place in the program and at the equine facility. He also stated that the program searches for mental and physical equilibrium between horse and rider which leads to a safe environment. His report also covered accident reports from 2007-2018, safety and its place in curriculum, syllabi, rules and regulations, handbooks, quizzes, classes, self-assessment, safety equipment, and course enrollment limits. Professor Reid went over safety protocols in the programs that included student employee and volunteer safety, the culling of aggressive livestock, how important it is to maintain the footing in the covered arena, along with a plan for deferred maintenance, more training and supervision, and the ongoing evaluation of staffing requirements. He also described the weekly student employee/volunteer meetings where they routinely discuss safety and any issues with facilities. Trustee Meyers suggested that if the program routinely encourages a certain culture between human beings and animals, it should be added to the list of injury prevention tools, and the program should take credit for it.

Trustee McNett asked if the institution has a general policy as to how it defines a reportable accident. Jim Scoubes was asked to respond to the question, and he described the process that takes place with the District's insurance carrier, Keenan Insurance, once an individual files a claim against the District. There was further discussion regarding injuries and the reporting mechanisms involved.

Nick Boyd, Director of Facilities/CTO, reported that the insurance program has been enhanced in the last couple three years with Keenan Insurance, and their representative Phil Clark has been interactive in assisting the District in improving safety campus-wide. Mr. Boyd reported that Mr. Clark

annually completes a site visit to Feather River College specifically devoted to safety issues on campus. He added that his visit includes the equine areas and Mr. Clark's recommendations for improvement are noted and implemented.

- 3) Kevin Trutna provided opening remarks on the report on Full-Time Equivalent Students (FTES), and he asked Derek Lerch to review the details of the attached FTES report included with Board packets. He reported that the numbers in the document represent what the institution produced in summer of 2017, fall 2017, and that the spring 2018 numbers are relative certain as of the census date. He noted that these numbers will continue to fluctuate some as the end of the term approaches. Dr. Lerch also reported that the Instructional Services Agreement (ISA) partners are generally on track to produce the FTES they have committed to, although there are still some questions remaining with the United States Forest Services (USFS), as to whether or not a training program will get off the ground before the end of June 2018.

### **Communications, Presentations, and Reports**

#### **1) Board of Trustees**

Trustee Elliott stated that he is concerned about general school safety, especially in light of what's been happening in the news with regards to school shootings. He asked if the College has a written plan in place for such events, or if one was appropriate. Dr. Trutna responded that FRC has multiple plans in place, but more important than having the plans, is the training and preparation that's taken place and will continue to take place on active shooter incidents. Trustee Elliott inquired about the installation of video cameras and perhaps bullet-proof glass, and Dr. Trutna responded that there are already some cameras placed in outside areas, but bullet-proof glass would not be a complete deterrent.

Trustee Meyers reported that his wife Nancy is currently working on something with the local food bank, and he provided Carlie McCarthy, Chief Student Services Officer with the information of contact individuals that are attempting to coordinate a meeting.

Trustee McNett thanked staff and faculty for the work and preparation everyone provided in what he felt was an outstanding preliminary accreditation report.

President Sheehan reported that he was in Washington, D.C. recently and he kept on the discussions regarding Secure Rural Schools funding.

#### **2) Associated Students**

Carlie McCarthy highlighted Ambria Holm's Student Trustee Report while reporting that FRC is taking advantage of the Chancellor's Office grant funding for regular food distribution programs on college campuses. She explained that free pancakes are being offered at the Eagle's Perch every first or second Tuesday of the month. Ms. McCarthy also updated the

Board of Trustees on the Science, Technology, Engineering, Art and Mathematics (STEAM) newsletter that student Blue Balcita has spearheaded. Mc. McCarthy additionally reported on the success of Pi Day celebrations that took place at the Eagle's Perch on Wednesday, March 14, 2018, with many students stopping by to enjoy the event and have a piece of free pie. Dr. Bagley added that the accreditation site visit couldn't have been better scheduled than to have the team on campus during Pi Week. He explained that members of the STEAM Club 3-D printed Pi Week keychains and presented them to members of the team, and along with that, someone in attendance at the celebration memorized 60 digits of Pi. Carley McCarthy then continued her Associated Students of Feather River College (ASFRC) report by stating that student trustee and ASFRC officer elections will be taking place later in April, and that Jeff Lewis, Student Life and Engagement Specialist, along with ASFRC ambassadors will be visiting classrooms in an effort to encourage student leadership opportunities on campus.

**3) Academic Senate**

Michael Bagley reported that faculty and students are in the midst of mid-term examinations for the spring semester. He also reported that the Academic Senate met the previous day, Wednesday, March 14, 2018, and it took action on a number of policies and procedures that have been pending from previous meetings. Dr. Bagley additionally reported that the faculty seem more united this semester, and the Academic Senate is pleased about Rafael Lopez's well-deserved recommendation for tenure effective in July. He noted that the accreditation team met with him and Rick Leonhardt, Academic Senate Vice-President, and the members of the team asked great questions and seemed pleased to hear about the level of shared-governance participation that exists at Feather River College.

**4) Classified Senate**

Cynthia Hall, Classified Senate President, reported that the Classified Senate will meet on Monday, March 19, 2018. She also reported that the week has been mostly taken up with attending to the requests of the accreditation site visit team. She reported that she met with them in her role as Classified Senate President, member of Cabinet, and she attended the interview of the Strategic Planning Committee.

**5. Instruction**

Derek Lerch reported that the new Guided Pathways Plan is due at the end of March, and it's been a topic of discussion in Student Services Council (SSC) and Council on Instruction (COI), with a working group built from members of each committee who are meeting weekly to write the Plan. Dr. Lerch explained that the Guided Pathways Plan framework from the Chancellors Office contains 14 different areas with the same general theme in terms of helping students find the right educational path for them, and help them stay on their path, and then be able to do something valuable afterwards. He explained that the Plan due at the end of the month is not intricately detailed, but it sets out general areas that the

College wants to work on. He added that once the College's Plan is submitted, it will begin to receive the \$500,000 in funding over the next five years, and it will be used to complete various projects associated with the themes. Dr. Lerch also reported that the Annual Report to the Accrediting Commission for Community and Junior Colleges (ACCJC) is also coming due, and the more interesting part of the report is the need for the institution to develop and set Institutional Set Standards. He described how the Commission is changing its tone now on Institutional Set Standards and how they are set. He reported that the Set Standards are now supposed to be more aspirational in nature, where when they first became a requirement, they were described as needing to be set as a threshold to not fall below.

## **6. Student Services**

Carlie McCarthy reported that Student Services welcomed some of the members of the accreditation site visit team by extending an invitation for them to attend this month's Feather River College Feast on Sunday, March 11, 2018. She explained that Sean Conry prepared soup and salad, and Lisa Kelly, Owner/Operator Moon's Restaurant, spoke about careers focused on fundraising and performing arts, and then there was open microphone time. Ms. McCarthy also reported that through Kelsie Foster, Counselor Mental and Behavioral Health, and the Wellness Center, Dr. Mary Jo Gonzales, Vice-President of Student Affairs at Washington State University spoke on Monday, March 12, 2018 on the topic of *Resilience and Overcoming Life's Barriers* to celebrate March as Women's History Month. She also reported that the Diversity Committee helped sponsor the showing of the film *The Post* at the Town Hall Theatre on Tuesday, March 13, 2018, which was free to students, staff, and faculty, and was also scheduled in celebration of Women's History Month. Ms. McCarthy also mentioned that Alexis Jones, founder of *I am That Girl* and the *ProtectHer Project* will present information on empowering men in relationships with women, in two separate programs in the Multi-Purpose Building on Thursday, March 22, 2018, sponsored by the Student Success Program and the Wellness Center. She additionally reported on the success of the most recent Study Skills Workshop indicating that approximately 35 students were in attendance. She added that she is participating in the Association of California Community College Administrators (ACCCA) Mentor Program, and she has been paired with Samia Yaqub, President, Butte Community College, and she is looking forward to the learning experience. She also updated the Board of Trustees on upcoming conferences she will be attending, and outreach events coming up in Portola and Chester for prospective students thinking about attending Feather River College.

## **7. Superintendent/President**

Kevin Trutna reported that Institutional Set Standards is a potential item for next month's agenda along with a report on the Incarcerated Student Program (ISP). Dr. Trutna also stated that he would like to review another chapter of board policies, there may be some recommendations on the bridge, and he will ask Rafael Lopez to attend the board meeting to accept

his certificate of tenure. Dr. Trutna noted that Jan Prichard, Director of Educational Talent Search, received her United States citizenship, on Tuesday, March 13, 2018. He highlighted from his written report the fact that Andre van der Velden, Director of Financial Aid, reports that FRC's student loan default rate has decreased, and that *Mountain: Bucks Lake Wilderness: Past, Present, and Future*, featuring speakers Mike Yost, Sally Yost, Michael Jackson, and Steve Evans is scheduled at the West End Theatre at 7 p.m. on Monday, March 19, 2018. Dr. Trutna also provided comments on part three of the results of the Shared Governance Survey taken at Institutional Day. He explained that this part of the survey focused on the decision-making process as recommendations move through the system. He stated that trends show that most participants felt that they had enough information for discussions at the committee level, but responses were split on those participants that were aware of what the next steps in the recommendation process would be. He noted that the results indicate a need improvement and more education in the area. Dr. Trutna closed his report by thanking everyone for their efforts regarding accreditation, and he acknowledged the good work involved and the positive preliminary outcome. .

There being no further business, the meeting was adjourned at 4:40 p.m.

KT/ch